

Year 6 Work-plan: MOFAS FASD Statewide Initiative

July 2009 – June 2010

In July 2009, our second sole source five year grant agreement was signed between MOFAS (Minnesota Organization on Fetal Alcohol Syndrome) and the MDH (Minnesota Department of Health). This agreement continues funding the FASD (Fetal Alcohol Spectrum Disorders) Statewide Initiative. The scope of work includes prevention and intervention services and programs including community grants, professional education, public awareness, intervention and family support, and diagnosis. As we begin a second five year funding cycle, this workplan addresses how we will continue our work during the first year of our new contract.

Our work plan for activities from July 1, 2009 – June, 31 2010 follows. The document provides the detailed FY 2009-2010 objectives and timelines for management and coordination, research and evaluation, diagnosis, intervention and support for individuals with FASD, public awareness, professional education, and community grants.

**ADMINISTRATION, MANAGEMENT AND OVERALL PROGRAM DEVELOPMENT
JULY 1, 2009 - JUNE 30, 2014**

Long term Goal: To effectively administer and manage the overall program development and implementation of the statewide FASD plan.

OBJECTIVE	ACTIVITY	TIME LINE
A. Overall Management	1) Meet with MN State level departments to explore how various departments address FASD issues, and determine how we can partner more effectively.	October 2009 February 2010
	2) Coordinate work groups which provide recommendations on program development and implementation for the following content areas: a) Diagnostic Consortium b) Professional Education c) Growing New Beginnings d) Communications e) Policy	Meetings ongoing as needed during FY '09 – '10
	3) Manage all consultants and subcontracts in an appropriate and effective manner	FY '09 – '10
	4) Manage staff a) Hire and train new staff b) Conduct annual reviews c) Utilize college interns d) Utilize volunteers	FY '09 – '10
	5) Develop and manage financials, adhering to the budget submitted to MDH	FY '09 – '10
	6) Manage shared folders – organize and maintain	FY '09 – '10
	7) Provide appropriate reports and invoices to MDH and state legislature as requested	July 31, 2009 October 31, 2009 January 31, 2010 April 30, 2010
	8) Contract with and submit Year Seven work plan to Minnesota Department of Health	May 31, 2010
	9) Provide ongoing technical assistance and support to providers and parents	FY '09 – '10 Ongoing

OBJECTIVE	ACTIVITY	TIME LINE
B. Evaluation	1) Create an overall outline/system for evaluation for the organization <ul style="list-style-type: none"> • Identify methods to prioritize evaluation of selected activities • Integrate priorities into funding source requirements • Identify priorities within additional components of the organization for evaluation (Ex. communication, operations, fringe activities) 	January 2010
	2) Develop guidelines in order to maximize evaluation lead staff's time <ul style="list-style-type: none"> • Develop protocol for communication with staff regarding guidelines, expectations of evaluation lead staff and updates 	February 2010
	3) Develop methods to communicate findings from evaluation to the general public	April 2010
	4) Integrate previous findings into future planning and work plans	June 2010
C. To determine process and direction for impacting multiple systems to build FASD capacity	1) Conduct a national scan for beneficial promising and emerging practices from established national resources and networks.	October 2009
	2) Highlight promising practices in newsletter and other distribution channels.	December 2009
	3) Meet with diagnostic consortium to determine current recommendations for managing the chronic FASD condition.	December 2009
	4) Meet with various individuals from departments within the State of MN to share information and collaborate where appropriate.	January 2010
	5) Work with CNBD and other research institutions to seek funding to begin to identify evidence-based treatment and intervention strategies for individuals living with FASD.	July 2009 Ongoing

OBJECTIVE	ACTIVITY	TIME LINE
D. Develop and implement a comprehensive volunteer program.	1) Convene team to create and formalize volunteer program plan	June 2009
	2) Conduct research on required documentation for volunteers	March 2009
	3) Finalize plan and introduction to MOFAS staff	April 2009
	4) Conduct recruitment activities	Ongoing
	5) Implement application process	Ongoing
	6) Conduct orientation and training	Qtrly – as needed
	7) Implement retention activities	Monthly/ qtrly
	8) Implement recognition activities	Qrtly/ annual mtgs

PUBLIC AWARENESS

Long term goal: To develop a comprehensive multi-tiered approach to reach pregnant women and their families, women of childbearing age, and the general public with specific messages related to prenatal alcohol consumption.

OBJECTIVE	ACTIVITY	TIME LINE
A. Increase awareness of FASD in pregnant women.	1) Host a minimum of two Pregnant Pause Events; Mankato and the Metro area.	Sept. 2009 May 2010
	2) Evaluate Pregnant Pause Events	Oct. 2009 June 2010
	3) Develop and implement plan to increase professional awareness of FASD by partnering with the Healthcare industry; both insurers and prenatal providers. <ul style="list-style-type: none"> • 2009 Focus: United Health Care • By 2011, we want 3 health care providers to be involved with prevention activities. 	Sept. 2009 Ongoing
	4) Add new content and updates on the website to specifically target moms-to-be	September 2009 Ongoing
	5) Create a brochure targeting moms-to-be with information on alcohol use during pregnancy	December 2009

OBJECTIVE	ACTIVITY	TIME LINE
B. Increase awareness of FASD among women of childbearing age and the general public.	1) Develop public awareness activities centered on FASDay 9/9. - submit a FASD feature story to statewide newspapers - involve Grantees in FASDay activities	September, 2009
	2) Issue a minimum of 20 Press Releases per year, including: ➤ Updates on the Community Grant programs ➤ Family support related activities ➤ Informational articles on FASD related topics	Ongoing
	3) Promote FASD awareness with major media partners. - Create top 10 media list; pitch news, features and editorial coverage of FASD, alcohol and pregnancy. - Cultivate relationships to become known as credible, FASD media source.	Ongoing July 2009 – June 2010
	4) Exhibit Library Displays - Schedule library displays within targeted regions, and in the Metro area (8 total),	Ongoing
	5) Implement final website re-design, re-launch and ongoing maintenance; drive traffic to website.	Monthly
	6) Produce & issue monthly E-newsletter - Update email lists; removing bounced names monthly - Include success stories; Q&As etc.	Ongoing
	7) Determine need of and produce brochures and other marketing materials	
	8) Board Involvement, have one committed Board member for each of the Pregnant Pause events (must attend event).	
C. Extend our reach to the general public through partnerships and coalitions.	1) Develop a plan to partner with the liquor industry and incorporate FASD prevention messages into their social responsibility programs 2009 Focus: MN Municipal Beverage Association	Ongoing

COMMUNITY GRANTS

Long Term Goal: Fund and oversee community-based FASD prevention and support efforts. Programs use a regional delivery system, collaborate with key organizations, improve access to FASD services and work to integrate FASD services into existing systems of care.

OBJECTIVE	ACTIVITY	TIME LINE
A. Promote communication and collaboration of grantee activities in a variety of venues	1) Coordinate featured grant activities in E-Newsletter	Quarterly
	2) Develop a system to get updated information and resources from grantees for periodical updating of website.	Ongoing
	3) Gather and report feature activities of grantees for promotion on website.	Ongoing
	4) Communicate grantee training opportunities to MOFAS staff and other grantees to ensure that trainings open to the public are promoted.	Ongoing
B. Coordinate FASD Awareness Day	1) Coordinate FASD Awareness Day among grantees who would like to participate.	September 2009
	2) Determine which grantees will be participating.	
	3) Determine venue to promote awareness.	
	4) Assist MOFAS communications staff in promotion.	
C. Manage quarterly reporting process	1) Review grantee quarterly reports (Narrative Report, Activity Logs and Work plan Progress Reports).	Quarterly
	2) Compile and store grantee Activity Logs.	Quarterly
	3) Analyze findings and report to MOFAS management team, SIS and each grant (individual summary).	Quarterly

OBJECTIVE	ACTIVITY	TIME LINE
D. Design a plan to address issues regarding community grant funding cycle ending in December 2010	1) Work with grantees to identify sustainable components of grant work plan. 2) Gather information and develop summary of grant program strengths and challenges 3) Develop system to gather feedback from MOFAS staff and stakeholders regarding priorities for next funding cycle	Dec 2009
E. Collaborate and support grantees in determining their sustainability	1) Determine level of collaboration regarding funding/development 2) Develop process to address level of community support	June 2010
F. Provide grant program progress to MOFAS management	1) Complete quarterly reports 2) Complete annual report 3) Update staff	Quarterly Annually
G. Manage annual reporting	1) Review work plans and approve budgets 2) Identify and address overlap in work plans between grantees and the MOFAS state work plan 3) Identify collaborative opportunities 4) Present any areas of concern (work plan or budget related) to management team and appropriate MOFAS staff 5) Coordinate individual follow up meetings with grantees to discuss their work plan and budget	Annually
H. Continue evaluation of grants	1) Continue to plan with contracted evaluators regarding evaluation needs. 2) Identify ways to compile findings from inception of grant program and utilize the information to shape future planning. 3) Work with contracted evaluator to develop the final round of interviews. 4) Ensure that interviews and other evaluation activities are completed. 5) Share findings with MOFAS staff and funders.	July 09 March 2010 January 2010 June 2010 June 2010

DIAGNOSIS

Long term goals: 1.) To provide available, accessible, consistent, accurate, and comprehensive FASD diagnostic services 2.) To enhance the state's ability to determine incidence and prevalence of FASD in Minnesota based on diagnosed cases 3.) To provide a statewide forum for FASD professional advice, support, education, and communication.

OBJECTIVE	ACTIVITY	TIMELINE
A. Document the number of available FASD diagnostic clinic appointments in Minnesota during FY 2009-2010	1) At the beginning of FY 2009-10, obtain a total number of diagnostic evaluations completed last fiscal year.	July 2009
	2) Acquire the estimated number of FASD diagnostic clinic appointments available from each FASD Diagnostic Consortium clinic member for the current fiscal year.	July 2009
	3) Contact all FASD diagnostic consortium clinics to determine the waiting time for the next available FASD diagnostic evaluation appointment, once paperwork is completed.	Sept 2009
	4) Continue to encourage development of FASD diagnostic clinics.	Ongoing
	5) Complete the training of the CABHS diagnostic clinic in Willmar, MN.	Sept 2009
	6) Determine if Great Lakes Regional Training Center has the capacity to train diagnostic clinics in MN.	Sept 2009
B. MOFAS will continue to facilitate the FASD Diagnostic Consortium	1) All current FASD diagnostic clinics will be invited to continue participation in the FASD Diagnostic Consortium.	July 2009
	2) 4 Consortium meetings will be held, 2 "in person" meetings, and two using "remote" meeting options.	Four meetings will be convened
	3) MOFAS will determine where to post Consortium meeting presentations: CNBD website or on the MOFAS website	Ongoing
	4) FASD diagnostic clinicians will review information about advances in FASD diagnostic methods via the FASD Diagnostic Consortium.	October 2009
	5) Coordinate the timing of the "in person" consortium meetings to occur when the "Grand Rounds" Speaker will be presenting at the U of M.	October 2009
	6) MOFAS will meet with Dr. Georgieff to determine if the CNBD could help coordinate the Consortium, possibly hosting a meeting in Greater MN.	

OBJECTIVE	ACTIVITY	TIMELINE
C. Continue to collaborate with the University of Minnesota Academic Health Center to promote leadership in clinical care, teaching and research related to FASD	<ol style="list-style-type: none"> 1) Further develop the emerging partnership between the Center for Neurobehavioral Development and MOFAS to enhance a comprehensive approach to FASD clinical care, teaching and research 2) Partner with UM identified “lead” to support and enhance the work of the FASD Diagnostic clinic as current lead staff nears retirement. 3) Monitor use of two student research grants totaling \$5,000 for FASD research through the Center for Neurobehavioral Development in the Academic Health Center at the University of Minnesota. 4) Monitor use of funds totaling \$2,500 for an FASD Symposium hosted by the Center for Neurobehavioral Development in the Academic Health Center at the University of Minnesota, for the University community, Diagnostic Consortium, and other interested Minnesotans. 5) Meet with Dr. Georgieff to explore housing the MOFAS Diagnostic Consultant at the Center for Neurobehavioral Development for up to 10 hours per week. 6) Participate in FASD workgroup at U of MN Academic Health Center, providing MOFAS representation 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>October 2009</p> <p>Ongoing</p>
D. Promote collection of accurate FASD incidence and prevalence data by collaborating with MDH and CNBD.	<ol style="list-style-type: none"> 1) Attempt to partner with MDH and CNBD to develop greater FASD surveillance efforts via the Diagnostic Consortium. 2) Review for relevance FASD data previously provided to MOFAS from the diagnostic clinics to improve incidence and prevalence data. 3) Continue consultation with MDH to develop methods to include FASD cases in the State Birth Defects Registry. 4) Support the development of an online Data Submission Form for FASD clinicians to report FASD case data to the CNBD, or work with MDH to extract the data directly. 5) Monitor progress in the development of the comprehensive FASD program at the U of M. 	<p>Ongoing</p> <p>Dec 2009</p> <p>Ongoing</p> <p>June 2010</p> <p>Ongoing</p>

OBJECTIVE	ACTIVITY	TIMELINE
E. Identify systems change needed to eliminate the barriers associated with FASD diagnosis	<ol style="list-style-type: none"> 1) Continue dialogue with Medicaid staff to strategize solutions to the reimbursement rate for FASD diagnosis. 2) Communicate the problems with limited diagnostic capacity to policy makers in government, clinical practices, and institutions of higher learning with medical schools, nurse practitioner programs, rehabilitation medicine and therapy programs, psychology and neuropsychology programs. 3) Develop recommendations for MOFAS Board of Directors to review and advocate for changes in the reimbursement rates. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
F. Conduct an evaluation of the diagnostic work MOFAS has developed and supported to chart the future direction we need to move in MN.	<ol style="list-style-type: none"> 1) Identify and contract with an “outside” evaluator. 2) Plan and conduct the evaluation. 3) Answer these questions: <ul style="list-style-type: none"> ➤ What is working well for the clinics? ➤ What barriers do the clinics have? ➤ How can we increase capacity? ➤ Determine recommendations on how we can promote effective systems change to address the barriers identified? ➤ Prioritize methods or strategies to promote systems change based on which barriers are easiest to eliminate. ➤ Determine benchmarks to measure success. 	October 2009

**PREVENTION OF FASD
AND SUPPORT FOR INDIVIDUALS AND FAMILIES LIVING WITH FASD**

Long Term Goal: To conduct activities to support the prevention of FASD and to respond to the needs of individuals and families living with FASD by enhancing the capacity of schools and community based agencies to provide appropriate and effective support.

OBJECTIVE	ACTIVITY	TIME LINE
A. Collaborate with community partners to implement appropriate support for families affected by FASD	1) Support ongoing presence in Central MN, by continuing contract with ARC Mid-state to provide greater community awareness and systems change.	Ongoing
	2) Identify, plan for and begin development of early childhood collaborative partnerships which will support the MOFAS strategic plan. Collaborate with: <ul style="list-style-type: none"> ➤ Ready 4 K ➤ BUILD ➤ Mpls Schools ECSE, ECFE ➤ Anoka Count Healthy Start 	June 2010
	3) Continue to nurture and augment existing partnerships with: <ul style="list-style-type: none"> ➤ MN Adoption Resource Network ➤ Children's Home Society and family Services, Inc ➤ Augsburg College ➤ District 287 SAFE Program ➤ Generations, CSS ➤ ARC – Metro, Duluth, St. Cloud 	Ongoing
B. Continue establishment of a secure web based interactive community for families across the state (Virtual Family Center).	1) Generate 'traffic' to the Virtual Family Center for parent networking opportunities across the state 2) Moderate chats for select groups <ul style="list-style-type: none"> ➤ Caregivers ➤ Dad specific 	June 2010

OBJECTIVE	ACTIVITY	TIME LINE
C. Continue development and management of our statewide, regional-focused resource and referral system (Resource Directory)	1) Plan for redesign of the Resource Directory to improve ease of use. 2) Collect 16 resources for both current and revised categories listed: medical, psychosocial, education, social service, family and community, and other on a statewide basis 3) Contact resources annually to ensure accurate data on system 4) Request for information updates to system monthly 5) Update the website with new information	Dec 2009 Ongoing Annually Monthly Monthly
D. Educate Parents on the FASD disability	1) Conduct Family Seminar Series Part 2 – In Person Part 1 – In Person Part 1 – via Virtual Family Center Part 1 – via Virtual Family Center 2) Rename the Family Seminar Series 3) Complete Hand in Hand revisions Ch 5-7 4) Distribute brochures to community partners and diagnostic clinics 5) Promote and conduct 2 part workshop on talking to your child and family members about FASD.	Fall 2009 Jan - March 2010 Fall 2009 Spring 2010 November 2009 Ongoing November 2009
E. Provide opportunities for families to connect with one another in a family camp or retreat setting	1) Offer 3 Family retreats Southern MN Northern MN Northern MN	Fall 2009 Fall 2009 Summer 2010

Women's Chemical Health Initiative	ACTIVITY	TIME LINE
A. Increase FASD competency of chemical dependency treatment staff	1) Provide Part 1 training that has been approved for CEU's at 5 treatment centers Part 1 training includes: <ul style="list-style-type: none"> • Build basic FASD knowledge • Provide tools for FASD identification • Provide strategies for treatment modification 	Ongoing
B. Revise Part 2 training component (FASD Parenting Kit) according to evaluation findings	1) Review findings of evaluation conducted by the Minnesota Institute of Public Health (MIPH) from (June 09) 2) Present MIPH findings to key stakeholders including Growing New Beginnings Advisory Group 3) Modify Parenting Kit based on recommendations	Sept 2009
C. Maintain ongoing relationship with previously trained treatment center staff	1) Periodically provide resources on FASD 2) Enroll staff in MOFAS Enewsletter 3) Notify treatment center staff of MOFAS events and training opportunities	Ongoing
D. Effectively support individuals in chemical health treatment settings w/ FASD specific parenting interventions	1) Provide treatment centers that received part 1 training with Part 2 training (FASD Parenting Kit) 2) Follow up and gather feedback from treatment centers to evaluate effectiveness of FASD Parenting Kit 3) Notify treatment centers as additional parenting support opportunities arise	Ongoing
E. Continue to build partnerships to facilitate systemic change within the Chemical health fields	1) Submit proposal to present at MARRCH conference 2) Participate on the MN FRESH collaborative 3) Evaluate existing licensing requirements for treatment centers in order to identify opportunities to integrate FASD content into requirements	Ongoing

PROFESSIONAL EDUCATION & TRAINING

Long term goal: Develop and implement a comprehensive multidisciplinary professional education program targeted at current and future providers who work with pregnant women, individuals and families on prevention of primary and secondary disabilities resulting from prenatal alcohol exposure.

OBJECTIVE	ACTIVITY	TIME LINE
A. Continue to implement a set of standards for training professionals across the state who provide programs, services or support to individuals with FASD and their families, and women/girls who are pregnant or may become pregnant.	1) Convene multidisciplinary/ multicultural professional education work group to develop and implement a comprehensive multidisciplinary professional education program targeted at providers who work with individuals with FASD and their families.	Ongoing
	2) Compare standards to proposed training video content to ensure accurate info	Ongoing
	3) Finalize documentation with accrediting organizations for FASD training in order to add more credibility to the training and perhaps produce revenue in the future	Ongoing until complete and then annually

OBJECTIVE	ACTIVITY	TIME LINE
B. Develop and implement a comprehensive plan to educate current practitioners and professionals	1) Conduct noon or grand round training at the University of MN (as a pilot project) which incorporates reference to online training.	December 2009
	2) Extend the accreditation of the online training for a second year <ul style="list-style-type: none"> • complete appropriate University paperwork • convene subcommittee to review & recommend edits to materials • update materials 	August 2009
	3) Promote the online training titled <i>FASD: What is it and how it affects the child, the family and the society</i> to other audiences in the medical field to other audiences in the medical field in an effort to provide current FASD training at no cost	Ongoing
	4) Deliver the Prevention Presentation to public health nurses in the seven district across MN so that they in turn can train local clinics on how to use the prenatal screening tool	November 2009
	5) Deliver the Prevention Presentation to community clinics across the state as needed so that local clinic staff have tools to do prevention work	Summer 2010
	6) Implement the training plan for northwest MN (area of White Earth Reservation) in an effort to share information about FASD	December 2009
	7) If appropriate deliver Tools for Success curriculum to Probation Officers/Social Workers in two regions of Minnesota	June 2010
	8) Collaborate with the Great Lakes Regional Training Center to conduct a training for trainers in an effort to provide FASD training to medical professionals across the state	December 2009
C. Train future service providers	1) Training of Teachers (TOT) Project – Pair future teachers with youth/families living with FASD	Ongoing
	2) Create a pairing of parents or young adults with FASD and a college professor to present curriculum within the exceptional child class at the U of MN, Minneapolis	Fall 2009 ongoing
	3) Create a simple message and tools on how to talk to women/parents about FASD	March 2010
	4) Continue conversations with Detroit Lakes Community College & University of MN St. Paul about certificate programs	Ongoing

OBJECTIVE	ACTIVITY	TIME LINE
D. Explore prevention efforts	1) Select or develop a screening tool for children ages birth – 12 to help with prevention efforts <ul style="list-style-type: none"> • Locate research materials completed by Scott Schauss in Grand Rapids, MN. 	June 2010
E. Continue to expand the Speaker's Bureau	1) Respond, schedule and deliver FASD training for agency requests received by MOFAS. 2) Create a plan to more effectively use staff and a small group of veteran trainers as a focus group or subcommittee for reviewing, revising and creating PPT's. 3) Create and implement a business plan to proactively secure fee-based training (to create revenue for MOFAS). 4) Continue to apply for CEU credits for training that MOFAS provides. 5) Continue to expand collaboration efforts with various agencies, around FASD training. 6) Create a list of conference for participation in 2009-2010. 7) Using the prioritized audience list – determine the basic content of presentations and the best delivery format including the incorporation of adult learning techniques and real life stories on strategies	Ongoing Dec 2009 Dec 2009 June 2010 Ongoing May 2009 Dec 2009